

STATIONERY AND LETTERHEADS

Stocks of stationery are maintained at NARA facilities; call 311 to gain access. For information about stationery for Archives I call 202-357-5146. The Facility and Property Management Division (BF) maintains stationery for Archives II; call 301-837-0331 for information.

Creative Services (SCP) annually solicits information from all offices about stationery needs and places an order. When stationery supplies are depleted before or after the bulk order, contact SCP's printing services specialist for instructions.

To receive your annual supply of formal letterheads, continuation pages, and matching envelopes, submit an NA Form 14122, Request for Creative Services, to SCP for preferably a year's supply. Include the appropriation code and authorized signature of the office head.

Letter-size envelopes and Kraft envelopes, other than those printed to match letterheads, must be procured from the GSA Schedule. Send a completed NA Form 14122 to SCP, including the appropriation code and authorized signature.

If your unit has a custom-designed letterhead, you may opt for your stationery to be printed using the standard paper stock and ink color. This allows your order to be bundled cost-effectively with larger agency orders, thus reducing the total cost to your unit and to NARA.

For more information, call 202-357-5146 in SCP.

WHEN YOU NEED IT SOON

Services can be procured on site, by phone, or online by presenting the GPOExpress card/number to FedEx Office. Each GPOExpress Card is tied to one Government purchase card; the cardholder's name must be the same for both cards. Program information is available at <http://www.gpo.gov/customers/express.htm>.

GPO EXPRESS CARDS

How NARA Government purchase cardholders can get a GPOExpress Card:

- Complete GPO Form 3001, GPOExpress Participation Request. The Printing Officer, rather than the requester, should be listed as the authorizing official at the bottom of the form.
- Forward it to SCP for answers to questions and correction as necessary, further processing, signature, and submission to GPO. SCP is GPO's NARA centralized contact for the GPOExpress Program, but GPO provides the card directly to the cardholder within two weeks of receipt of each request.

Until you get your GPO Express Card:

- If your unit does not have a GPOExpress Card but you have a pressing need for quick printing, SCP will use its own GPOExpress Card to arrange for one job while your request for your unit's own card is pending. The unit is required to provide its appropriation code and authorization before placing the order and must provide the receipt from FedEx Office to SCP immediately on completion of the print job.

Note: FedEx Office employees have been instructed not to perform work charged to a Government purchase card without a GPOExpress card, but errors are possible. Without the GPOExpress card, your unit will not receive the deep discounts (up to 80%) the program affords from FedEx Office standard pricing schedule.



PROCURING PRINTING

Including Stationery & Business Cards

A NARA GUIDE

For all design and printing work within NARA, contact the Creative Services Staff. Use NA Form 14122, Request for Creative Services, for all printing requests to the Creative Services Staff. There are no charges for design and procurement services.

Creative Services Staff

Vincent Chiriaco, Printing Specialist
Phone 202-357-5146 Fax 202-357-5918

Sandra Glasser, NARA Printing Officer
Phone 202-357-5419 Fax 202-357-5918
Archives I, Room 400

Communications and Marketing Division
Strategy and Communications Office

NATIONAL ARCHIVES *and*
RECORDS ADMINISTRATION

FEBRUARY 2015

PRINTING AT NARA

All printing services at all NARA locations are done through the Creative Services Staff (SCP) and the Government Publishing Office (GPO), except printing projects

- by the Office of the Federal Register;
- funded by the National Archives Trust Fund; or
- eligible as a micropurchase with a GPO Express card at any FedEx office. Printing jobs priced above that threshold must go to GPO through SCP.

COST EFFECTIVE

SCP manages professional printing procurement services for all NARA printing jobs and works with each office to pay for the cost of the printing. If your unit has a custom-designed letterhead or custom-designed business cards, your unit may opt for your stationery or cards to be printed using the standard paper stock and ink color. For cost effectiveness, SCP bundles agency print orders to reduce the cost to each office and to NARA.

Field units must submit requests for printing procurement services to SCP rather than place orders directly with GPO's regional offices to ensure maximum cost effectiveness. SCP can specify a printer in the unit's local area on request.

QUICK AND EFFICIENT

Micropurchases (under \$3,000) and time-sensitive jobs are best handled by the GPO Express Program or the GPO Simplified Purchase Agreement (SPA) Program. Under the SPA program, NARA's printing specialist works directly with print vendors, eliminating the sometimes lengthy GPO bid process while providing higher-quality offset printing that is not available through the GPO Express program. Except for the simplest duplication projects, the SPA program is recommended for orders in excess of 300 copies.

NARA units *may not* use photocopiers and other office equipment for printing/production unless the amount to be printed is below 100.

BUSINESS CARDS

NARA business cards have a unified format, which is vertical and includes the National Archives eagle logo.



NATIONAL
ARCHIVES

RULES ABOUT BUSINESS CARDS

- An office may not redesign, adjust, or personalize (e.g., use its own logo) the approved business card format unless the Archivist or Deputy Archivist grants an exception. (Several offices are exempt; see below.)
- Employees with supplies of business cards with the previous design (NARA seal, blank reverse) may continue to use them, but any new order will use the eagle design.
- Executives and staff directors will determine which positions require business cards, and supervisors will approve or disapprove employee requests.

- To request business cards, submit NA Form 14122, Request for Creative Services, with your supervisor's signature, and one spreadsheet for business card data. The standard order is 250 cards per employee.
- Purchase card holders (administrative officers or contacts) may process the purchase of business cards for employees who must have them before the next quarterly bulk order. These special orders are to be fulfilled at a FedEx Office using a GPO Express card.
- Contact Creative Services to ensure access to our business card templates at FedEx Office or if you need information about how to obtain a GPOExpress Card for your office.
- If you only need a small quantity of cards you may find it more economical to reproduce business cards on your office or personal computer, using the template available online at http://www.nara-at-work.gov/staff_resources_and_services/forms/business-cards.html and card stock purchased with office funds. The laser printer business card stock to be used is Avery Laser Clean Edge Business Cards – 2" x 3-1/2", Item # 5876, 200 Cards per Package, Ivory.
- If you haven't been approved for business cards, see the full directive NARA 213.

Units exempt from use of standard NARA designs for stationery and business cards: Federal Records Center Program (AF), Information Security Oversight Office (AISOO), National Declassification Center (ANDC), Office of Government and Information Services (AOGIS), National Archives Trust Fund (BCT), Office of Presidential Libraries (LP), and National Historical Publications & Records Commission (NHPRC).